

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Elizabeth P. Lyon</i>	6/25/80	<i>Pat Harrison</i>	6-25-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	
State Auditor/Designee <i>[Signature]</i>		Date 7-1-80	
Secretary of State/Designee <i>[Signature]</i>		Date 7-30-80	
Attorney General/Designee <i>[Signature]</i>		Date 7/2/80	



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Historic Preservation Section Office of Planning and Research Department of Natural Resources 270 Washington St. S.W. Rm. 701 Atlanta, Georgia 30334	Application Number 78-213	
Application Number		Date Received SEP 21 1978	Date Completed OCT - 3 1978
2. Person to Contact Kenneth H. Thomas, Jr.		Working Title Historical Researcher	Telephone Number (404) 656-2840
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1973 Latest ongoing	5. Records Series Title (followed by title used in office; if different) Review and Compliance Unit Project Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Planning and Research Division of DNR conducts planning, coordination, and research activities in support of natural resources programs; administers the Federal Land and Water Conservation Fund, the National Register Program, and the Georgia Heritage Trust Program; coordinates the Georgia Special Olympics Program; performs site specific planning; conducts resources planning; provides assistance related to historic and archaeological preservation; and provides recreational technical assistance to local governments. These services are provided through the following programs: recreation planning; resource planning; site planning; historic preservation. The Historic Preservation Section prepares policy statements on all state-owned historic sites, conducts historical research on all historic sites now owned by the state or proposed for acquisition by the Georgia Heritage Trust program, completes county surveys for historical, archaeological, and architectural sites, administers the identification and nomination of cultural sites to the National Register Program. (See attached sheet)			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Evaluating all federally funded, licensed or sponsored projects that affect cultural resources. Included are: ^{review} A-95 documents, ^{review} A-85 documents, Environmental Impact Statements, Project Design Plans and Specifications, Resource Assessments done for structural sites to determine National Register eligibility, Memoranda of Agreement executed by the State Historic Preservation Officer along with Advisory Council and project sponsor in compliance with Section 106 of the National Historic Preservation Act of 1966, and Photographic Inventories of structural properties with environmental impact project potential. All these are inter-filed together. (Note: each of these includes some oversized material) File is arranged: Alphabetically by county, within each county primarily arranged numerically by State Clearing House control numbers (if assigned) and additional numbered projects.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>20</u> ; Seven to twelve months old <u>15</u> ; Thirteen to twenty-four months old <u>10</u> ; twenty-five months and older <u>5</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>5</u> ; Legal-size drawers _____; Shelves _____; Other (specify) <u>SEP 19 1978</u> <u>SEP 19 1978</u> DEPT. OF NATURAL RESOURCES GENERAL SERVICES DEPT. OF NATURAL RESOURCES GENERAL SERVICES			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? Yes, the only thorough copy. Comments do appear in part in If not, where is it? all agencies involved, including two other in Dept. of Natural Resources
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. Environmental Impact Statements & Advisory Council lists.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Advisory Council lists
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Partially in Office of State Archaeologist, Carrollton, Georgia.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☒ Other see below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Cut off files at end of each Fiscal Year; hold in CFA 1 year; then transfer to State Archives for permanent retention.

Note: Files dated prior to September 1, 1977 will be cut off immediately and transferred to the State Archives.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Elizabeth G. Lyon	9/15/78		
State Records Committee (Signature) Date			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	W. M. Dixon	9-29-78
	Secretary of State/Designee	Carroll Hart	9-26-78
	Attorney General/Designee	M. P. Hill	9-29-78